

BENJAMIN J. CAYETANO
GOVERNOR

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION

Nov 13 8 26 AM '00



Nov 13 9 28 AM '00

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

RAYMOND H. SATO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

NOV 8 2000

COMPTROLLER'S MEMORANDUM NO. 2000-21

TO: Heads of Departments
ATTN: Payroll Offices
SUBJECT: Payroll Considerations at End of Calendar Year 2000

Departmental payroll staffs are urged to clear all pending payroll adjustments as soon as possible to minimize issuing amended wage and tax statements for calendar year 2000.

Payroll checks to be cancelled, reimbursements of overpayment, and salary-workers' compensation type adjustments should be submitted to DAGS Central Payroll immediately by the employing departments and agencies. It is suggested that departments with decentralized payroll activities emphasize the need throughout the department to route all cancellations and reimbursements to the appropriate central offices without delay.

Check cancellations, reimbursements of overpayment, and salary-workers' compensation type adjustments received at DAGS Central Payroll by 8:00 a.m. on Friday, December 29, 2000, will be reflected in the wage and tax statements for calendar year 2000 to be released to employees on January 31, 2001.

Payroll adjustments received after the above deadline will require corrected wage and tax statements, which will be released to the department, only after the adjustment has been effected in the payroll system and the necessary work involved in preparing corrected wage and tax statements has been completed. Payroll adjustment for cash recovery of over payment, which is received by DAGS Central Payroll "after" the deadline, "must" include State and Federal income taxes.

Departments and agencies are reminded that the currently scheduled normal turnaround time for processing payroll adjustments may be delayed because of: a) the heavy volume of year-end payroll work scheduled for the first few months in calendar year 2001; b) the additional work generated with the UH non-lagged payroll processing; and c) the reduction of staff in Central Payroll. With your help in assuring that this reminder is circulated to the appropriate offices in your department or agency, the need to issue corrected statements can be held to a minimum. Your cooperation is greatly appreciated.

A handwritten signature in dark ink, appearing to read "Raymond H. Sato".
RAYMOND H. SATO
State Comptroller